

## OTAS – Other Assets

*This screen is used for entry of any assets which cannot be entered on one of the other three resource screens.*

OTAS		OTHER ASSETS		09/01/00 13:53:37			
FA				KIM C			
CASE NAME: SOMEONE, JOE M		CASE NUMBER: 000003		MONTH: 0700			
	NAME	REL	TY	MARKET VALUE	EQUITY	VR	PEND
01	JOE	S	PI	100000.00	22000.00	HC	
02	GREG	S	CH				
03	FRANK	S	CH				
04	DAVID	S	CH				

MORE ASSETS: N    MORE CLIENTS: N    NEXT-->

Solid arrow = Mandatory field. Open arrow = Optional Field.

### Mandatory Fields ( [F1] indicates Online Help is available.)

**TY** [F1]

The type code for the asset is entered in this field next to the client who owns it. Up to two assets can be entered for each client on one screen. If a client owns more than two assets, a 'Y' is entered in the "MORE ASSETS" field to display a second page.

#### MARKET VALUE

The market value of the asset is entered in this field. (Up to seven digits can be entered, before the decimal.)

#### EQUITY

The equity value of the asset is entered in this field, if different from the market value. (Up to seven digits can be entered, before the decimal.)

**VR** [F1]

This field is used to show the means of verification for the liquid asset.

## Optional Fields

### *PEND*

This field is used to pend for verification of the asset information. The pending date for the information is entered in the PEND field, along with a verification code. See the process guide on “Pending” for more information.

## Display Fields

### *CASE NAME*

The case name (Primary Information person) is displayed.

### *CASE NUMBER*

The TEAMS case number is displayed.

### *MONTH*

The month that was entered on the menu prior to accessing the OTAS screen is displayed. The information shown on OTAS applies only to that benefit month.

### *NAME*

The first five letters of the participant’s first name and his/her last initial are displayed.

### *REL*

The two-character Relationship code that was entered on the APRE or SEPA screen is displayed. It indicates the person’s relationship to the PI (Primary Information person).

## Navigation Fields and Keys

MORE ASSETS	This field displays N if all accounts are listed on the screen, or Y if more accounts are shown on the next page.
MORE CLIENTS	This field displays N if all household members are listed on the screen, or Y if more members are shown on the next page. The user can change Y to N (except at initial entry) to bypass the second page or to use the NEXT- -> field.
NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.